

**YELLOWSTONE COUNTY, MONTANA**

**EOE**

***POSITION ANNOUNCEMENT***

*Yellowstone County encourages applications from diverse candidates  
and candidates who support diversity.*

**Class Title:** Event Coordinator

**Date:** May 16, 2016

**Department:** MetraPark

**Grade:** G **Salary:** \$41,507.20 - \$62,260.79/year DOQ

**Union Status:** Non-Union

**Hours:** Variable hours – Event driven – 40 hours per week  
(Hours will vary in an event driven facility. May work nights,  
weekends, and holidays.)

**ACCEPTING APPLICATIONS UNTIL 5:00 P.M. ON JUNE 10, 2016**

Job description available at Human Resources.

**FUNCTION:**

Responsible for coordinating events, both in-house and contracted. Plans, organizes, coordinates, MetraPark events; does related work as required.

**CHALLENGES OF THE POSITION:**

- Challenges include working with tight turnover schedules;
- Working short-staffed with sometimes challenging promoters;
- Skills with event promotion and marketing;
- Possesses strong communication skills, both orally and written;
- Ability to establish and maintain effective working relationships with other MetraPark employees, promoters, public, and vendors;
- Ability to work with an erratic work schedule, long hours frequently walking and standing in all types of weather and all types of event layouts.

**REQUIRED:**

- Associate's Degree in Public Administration, Business Administration, Applied Supervision/Management or closely related field; **and**
- Two (2) years' experience in planning and organizing large-scale business, association or community events, fairs, or exhibition management, including one year of supervisory responsibility; **or**
- Any equivalent combination of experience and training totaling four (4) years.

**DESIRED QUALIFICATIONS:**

- Experience in an arena and fair management;
- Experience with convention center or public assembly facility settings and use of related equipment;
- Organization skills on large scale business, associations or community events.

**CERTIFICATIONS:**

- Valid driver's license issued by the State of Montana.

**TO APPLY:**

**Submit by 5:00 pm on June 10, 2016:**

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse, PO Box 35041, Billings, MT 59107 **or**  
to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late, incomplete or unsigned applications will not be considered.** Applications are available on line at [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov)

**NOTE:** If position becomes available within 90 days the same applicant pool may be considered.